Schedule of Classes

Offerings for October - December 2014

Classes will be presented at PERC San Bernardino unless otherwise noted.

Note: Because of the funding source, DPA Only classes are open only to employees of TAD, CFS, DAAS-APS, DAAS-IHSS and Human Services administrative support divisions.

General Development Classes - Class Name	Date	Locator #	Fee	Time
Thank You For Calling – DPA Only	10/22/14	43738	n/a	8:30 – 12:30
Interviewing and Test Taking Skills – National University	10/23/14	43739	$120	8:30 – 4:00
CPR/First Aid	11/05/14	43666	$80	8:30 – 4:00
Choose Your Battles – DPA Only	11/13/14	43742	n/a	8:30 – 12:30
So, You Think You Want to be a Supervisor? – National University	11/13/14	43741	$120	8:30 – 4:00
Diversity Has More Than 3 Dimensions – DPA Only	11/18/14	42223	n/a	8:30 – 4:00
Time Management – National University	11/19/14	43743	$70	8:30 – 12:30
Performance Counseling Skills Supervisors Need – DPA Only	11/20/14	43750	n/a	8:30 – 4:00
Computer Classes - Class Name	**Date**	**Locator #**	**Fee**	**Time**
Excel 2007 Introduction	10/09/14	43694	$120	8:30 – 4:30
Word 2007 Introduction	10/15/14	43695	$120	8:30 – 4:30
PowerPoint 2007 Introduction	10/16/14	43696	$120	8:30 – 4:30
Excel 2007 Introduction – DPA Only	10/21/14	43697	n/a	8:30 – 4:30
PowerPoint 2007 Introduction – DPA Only	10/22/14	43698	n/a	8:30 – 4:30
Word 2007 Introduction – DPA Only	10/23/14	43699	n/a	8:30 – 4:30
Excel 2007 Intermediate – DPA Only	12/03/14	43700	n/a	8:30 – 4:30
PowerPoint 2007 Intermediate – DPA Only	12/04/14	43701	n/a	8:30 – 4:30
Excel 2007 Intermediate	12/09/14	43702	$120	8:30 – 4:30
Word 2007 Intermediate	12/11/14	43703	$120	8:30 – 4:30
Word 2007 Intermediate – DPA Only	12/16/14	43704	n/a	8:30 – 4:30
PowerPoint 2007 Intermediate	12/17/14	43705	$120	8:30 – 4:30

Pre-registration is required for the classes listed in this announcement; to register:

PERC e-Learning Network
- Go to PERC website (http://countyline/perc/).
- Click PERC e-Learning Network at top of page.
- Click *Sign In* on top menu bar; follow directions to log in.
- Click *Class Catalog* on left sidebar.
- Type class locator number in "Search for these words" box.
- Select *Locator Number* radio button.
- Click *Go*.
- Click *Enroll in this class*.
- Click *Yes*.

Payment, purchase order, or approved Education Assistance Proposal (EAP) must be received prior to the start of the class. When paying by check, make checks payable to San Bernardino County. For additional information, please contact PERC at (909) 420-6400.

Through the PERC LMS (Learning Management System) you can search and register for upcoming classes, view and print your training transcript and access many other new and exciting features. For more information, go to: http://countyline/perc/.

Cancellations – Registrants who fail to attend are liable for the entire workshop fee unless they cancel their registration at least 10 work days prior to the first class date.

Training locations:

PERC– San Bernardino	National University - San Bernardino	PERC - Victorville
295 E. Caroline St., Suite C	804 E. Brier Street	17270 Bear Valley Rd., Suite 107